



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA
1060 GAFFNEY ROAD #3700
FORT WAINWRIGHT, ALASKA 99703-3700

IMPA-FWA-ZA

22 AUGUST 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FWA Garrison Policy #6 - Serious Injury/Incident Reporting Procedures

1. The purpose of this memorandum is to define what is considered to be a serious injury/incident and to outline the actions to be taken should a serious injury/incident occur.
2. The following are defined as serious injuries/incidents:
 - a. Any death.
 - b. Any threatening condition (life, limb, eye sight) of an assigned or attached soldier, family member or civilian employee.
 - c. Injury to the head, neck, back or pelvis.
 - d. Any shooting incident.
 - e. Heat or cold injuries.
 - f. Vehicular accident during duty.
 - g. POV vehicular accident requiring hospitalization.
 - h. Incidents of arrest involving charges of murder, assault, armed robbery, rape, and abuse.
 - i. Incidents of arrest involving drug or alcohol abuse.
 - j. Any subject or communication which may affect or involve the reputation of this post.
 - k. When any member of the post organization is admitted to the hospital.
 - l. Incidents involving fire, explosives, radiation or hazardous material spills that are defined by AR 190-40 as a reportable serious incident. This includes spills that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity or potential consequences of the spill.

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- m. Untoward incidents on the airfield.
- n. Incidents that may generate adverse publicity for Fort Wainwright.
- o. Incidents involving Domestic Violence or Child Abuse and Neglect.

3. REPORTING THE INCIDENT:

a. **Verbal Reports** will be made using the most expeditious means available. The chain of command is expected to inform the FWA MP Desk and USARAK Command Center (UCC). The FWA MP Desk will notify the FWA Garrison Commander, Deputy to the FWA Garrison Commander, or Command Sergeant Major. If the incident occurs after duty hours (to include weekends, training holidays, and federal holidays), a verbal report must also be provided to the FWA Staff Duty Officer (353-6666) upon discovery of a serious incident/injury, with who, what, when, where, why, and how.

b. **Written Reports:** Individuals/Units will follow-up with a written report to the UCC utilizing the format at enclosure 1 within one hour of reporting the incident. Report can be sent either by e-mail to UCC found on global or fax to 384-1141. Questions about reporting can be directed to the UCC at 384-6666.

NOTE: This policy does not replace the Department of Labor, Office of Workers' Compensation Program requirements and procedures for reporting on-the-job injuries of civilian employees.

4. Part of the leading and caring aspect of leadership is the responsibility to demonstrate a sense of urgency with respect to those injuries/incidents involving those entrusted to us and the organization itself. If any situation arises which involves any individual or element of the Post staff – report it.

5. This memorandum supersedes Post Policy Letter #2, SAB, dated 27 August 2001.

6. POC is FWA Garrison S3, 353-6612.

Encl
as

//original signed//
RONALD M. JOHNSON
LTC, SF
FWA Garrison Commander

DISTRIBUTION:
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ENCLOSURE TO
FWA GARRISON POLICY #6 –
SERIOUS INJURY/INCIDENT REPORTING PROCEDURES

*****THIS UNITED STATES ARMY ALASKA INCIDENT REPORT CONTAINS PERSONAL INFORMATION WHICH IS SUBJECT TO THE PRIVACY ACT (AR 340-21). INFORMATION CONTAINED HEREIN MAY ONLY BE USED FOR OFFICIAL PURPOSES. DO NOT RELEASE TO THIRD PARTIES.*****

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Subject/IR #:

1. Category:

2. Type of Incident:

3. a) DTG of Incident:

b) DTG of Receipt:

4. Location of Incident:

5. Other Information:

a) Racially motivated:

b) Trainee Involvement:

6. Personnel involved:

a) Subject

(1) Name:

(2) Rank or Grade:

(3) SSN:

(4) Race:

(5) Sex:

(6) Age:

(7) Position:

(8) Clearance:

(9) Unit:

(10) Duty Status:

(11) Drugs/Alcohol:

- b) Victim
 - (1) Name:
 - (2) Rank or Grade:
 - (3) SSN:
 - (4) Race:
 - (5) Sex:
 - (6) Age:
 - (7) Position:
 - (8) Clearance:
 - (9) Unit:
 - (10) Duty Status:
 - (11) Drugs/Alcohol:

7. Accidents involving redeployed OEF/OIF soldiers:

- a. Did the soldier return from duty in Operation Iraqi freedom (OIF) or Operation Enduring Freedom (OEF) during the 365 days prior to the accident?
- b. If so, what date did the soldier return from deployment?
DTG of return:

8. Summary of Incident:

9. Remarks:

10. Publicity:

11. Commander Reporting: BG Hirai, USARAK Commander.

12. Point of Contact: USARAK Command Center @ (907) 384-6666

13. Downgrading instruction: None

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Prepared By:

Reviewed By: